



<b>Name:</b>	
<b>Position:</b>	Grant Writer
<b>Department:</b>	Foundation
<b>Manager's Title:</b>	Director of Development
<b>Date (mm/dd/yy):</b>	February 4, 2025

**Purpose of the role (broad description of why the role exists)**

To identify, define and develop funding sources through writing and submission of grant proposals to federal, provincial and private funding agencies in order to support UNITI partner's ENDS.

To generates revenues for the Society through timely submission of well-researched, well written and well-documented grant proposals.

**Included:**

- Collecting, analyzing and reporting data on the performance of activities related to grant funded that has been secured.

**Excluded:**

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**Generic accountabilities—all employees (As an employee, I am accountable for the following)**

- Doing my best at all times.
- Supporting the Society's Ends, Philosophy, Values Statement and strategic goals.
- Adhering to Society Policies
- Working cooperatively with others.
- Carrying out assigned work.
- Informing my supervisor if progress on tasks is exceeding or is less than what is expected.
- Identifying, reporting and supporting recommendations for Performance and Quality Improvement (PQI)
- Asking my supervisor to clarify expectations when needed.

**Employee's accountabilities (As an employee, I am also accountable for the following)**

- Deliver prescribed outputs/outcomes so that the quality, quantity and timeliness of tasks are met
  - The result or impact of my behaviour.
  - Contributing and participating in an effective team capable of producing required outputs
  - Reporting and documentation
  - Effectively liaising with relevant stakeholders, related professionals, government agencies
  - Following Personal Centered philosophies and practices
  - Stay current and informed within my field
  - Continually improving my work performance and the services I provide
  - Being an effective role model to those I support and my coworkers
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**Specific role accountabilities (These are a breakdown of the purpose of the role into key elements. They should be in enough detail to provide clarity on what the individual will be called to account for on the role. Accountabilities are not time-bound, or as detailed as goals, objectives or task lists.)**

1. Planning:

- Contribute by providing information and suggestions/knowledge to the development/execution of the Short Term Plan with the direct support and guidance of my manager, in connection with Unit Partners and the Foundation Initiatives that will achieve departmental objectives (based on the Ends of the organization).
- Create the development and implementation of event, project plans and fundraising.
- Participate in the monitoring, revision and evaluations of grants and assessments according to policy.
- Ensure that goals and strategies of projects reflect individual needs, wishes and preferences

2. Service Support:

**Grant Research and Identification:**

- Identify potential funding sources, including government agencies, foundations, and corporations.
- Analyze grant opportunities to ensure alignment with the organization's mission, programs and priorities.

**Proposal Development:**

- Write clear, compelling, and customized grant proposals, letters of inquiry, and funding applications with supporting documents consistent with all policies and procedures of the Society.
- Tailor proposals to meet specific funder requirements and guidelines.

**Grant Management and Reporting:**

- Track submission deadlines, grant statuses, and reporting schedules.
  - Prepare and submit timely progress reports, ensuring compliance with funder expectations.
  - Support funder requirements where it makes sense (i.e., getting pictures, consent, impact stories from people we support and families)
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- Produces other organizational reports as necessary and required by the Society.

**Collaboration and Communication:**

- Work closely with program staff, finance teams, and leadership to gather relevant data and program information.
- Build and maintain relationships with funders, donors, and key stakeholders.
- Serves as a liaison to all funding agencies and organizations
- Inform staff and answer questions regarding funding guidelines and project requirements associated with the grant.
- Inform supervisor on the progress of all grants and issues that may arise with each grant.

**Budget Preparation:**

- Assist in developing project budgets that align with grant requirements.
- Ensure financial accuracy and justification of budget items in proposals.

**Data Collection and Analysis:**

- Maintain a database of current and pending grants, funders, and related correspondence.
- Analyze funding trends and outcomes to improve grant success rates.
- Remains up-to-date on current issues relative to grant proposals;

**Compliance and Quality Assurance:**

- Ensure all grant activities adhere to legal, ethical, and organizational standards.
- Review and edit proposals for clarity, consistency, and impact.
- Maintains confidentiality of information exposed to in the course of business regarding people supported, supervisors or other employees

**Capacity Building:**

- Provide grant writing support and training to staff, if needed.
- Stay current on best practices in grant writing, fundraising and other matters of compliance with all grants including the FAQs, email, webinars and all other communiques from the sector as they relate to the grants

Performs other related duties as required

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**3. Financial and Asset Management:**

- Provide information as required by my supervisor for the production of the program's budgeting process.
  - Seek approvals and advises my supervisor of program expenditures to ensure they remain within the existing budget.
  - Carry out and ensure care of program's physical assets:
    - *Usage and maintenance of program resources including physical plant, equipment, inventory, supplies and vehicles*
    - *Use assigned resources effectively to meet job seekers' needs and requirements*
    - *Make recommendations to management on resource needs*
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**4. Promote Professional and Organizational Effectiveness and Accountability:**

- Communicate and participate with team members.
- Cooperate with team members to solve problems, resolve conflicts and make decisions.
- Foster a positive working relationship with co-workers, volunteers and other internal and external related professional.
- Ensure a positive reputation of the partner organizations of Uniti in the community.

**5. Risk Management and Compliance:**

- Recognize, report and deals with potential emergency situations according to policy.
- Take all necessary actions to ensure compliance with the organizational policies and procedures.
- Inform my supervisor of situations that could potentially create liabilities for the organization.
- Produce and maintain appropriate records and statistics, and ensure all required documentation is accurate and complete.

**6..Building the Relationships Necessary to Further the Society's Vision and Mission:**

- Collaborate with other service providers and funders to develop and resolve intra-agency and cross agency initiatives and issues as assigned by my supervisor.
  - Develop, support and sustain external relationships necessary for the partner organizations of Uniti to achieve its vision and mission.
  - Promote and contribute to the positive reputation of Uniti partners in the community.
  - Identify, establish and maintain community partnerships for employment, education, advocacy and inclusion on behalf of Uniti.
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So that...

**The Society has funding and community support that achieve the following:**

**People with disabilities live self-directed lives in the community at a justifiable cost:**

- 1. People are valued members of society:**
    - 1.1. People perform different social roles.
    - 1.2. People are respected.
    - 1.3. People live in integrated environments.
    - 1.4. People participate in the life of the community.
    - 1.5. People are leaders.
  
  - 2. People decide how they live their lives, and make informed choices:**
    - 2.1 People are connected to personal support networks.
    - 2.2 People have intimate relationships.
    - 2.3 People choose where and with whom they live.
    - 2.4 People choose their work
      - 2.4.1 People have paid employment opportunities
      - 2.4.2 People have volunteer opportunities
      - 2.4.3 People have entrepreneurial opportunities.
    - 2.5 People choose and use their environments
      - 2.5.1 People choose services
      - 2.5.2 People have recreational opportunities
      - 2.5.3 People have travel opportunities
    - 2.6 People have educational opportunities
    - 2.7 People have opportunities to explore spiritual needs
  
  - 3. The rights of people are protected:**
    - 3.1 People are safe.
    - 3.2 People have the best possible health.
    - 3.3 People exercise rights.
    - 3.4 People are treated fairly.
    - 3.5 People are free from abuse and neglect.
    - 3.6 People experience continuity and security.
    - 3.7 People decide when to share personal information.
    - 3.8 The community is aware of the universal rights of all people
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**In a way that...**

- Incorporates best practices
- Follows the principles and practices of Person Centred Thinking
- Adheres to the Accountability Based Management Principles
- Builds trust while demonstrating and reinforcing our Values, Code of Ethics and Code of Conduct
- Embraces open and respectful communication and genuine relationships across internal and external stakeholder groups
- Models behavior that reflects the organizations values and desired culture
- Supports accountability for one's actions
- Brings out the best in people by fostering high performance, innovation, and initiative
- Shows resourcefulness and creativity at solving problems
- Promotes a forward-thinking and fun environment that celebrates diversity, team work and learning
- Takes a positive and productive approach to resolving conflicts
- Supports SHS's long term vision
- Makes best use of our resources, processes, and systems
- Ensures the rights of people as prescribed in the UN Convention on the Rights of Persons with Disabilities, the Canadian Charter of Rights and Freedoms and related legislation
- Complies with Collective Agreement
- Complies with all workplace Health and Safety Regulations including WorkSafe BC
- Complies with contractual obligations to funders
- Complies with the Occupational Standards of Competence for public service employees

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**Authorities and Boundaries****Working Conditions:****The Grant Writer:**

- Works a flexible schedule set with the supervisor which will include days, evenings and weekends as necessitated by program/agency requirements;
- Is excluded from the bargaining unit;
- Enjoys benefits and working conditions as outlined in the personnel manual and as from time to time revised by the Chief Executive Officer;
- Possesses personal transportation to enable travel within the Lower Mainland and Fraser Valley and a Class V Driver's Licence;

- Functions independently and frequently under pressure while managing multiple concurrent projects and deadlines.
- Accurately maintaining information and creating reports using various office related programs such as Micro-soft Access, Excel and Word requires good administrative and computer skills.
- Sits on committees and engages with small teams as necessary.
- Coordinates volunteers for events and organizational projects

**Qualifications:**

The Grant Writer possesses:

- Diploma (from a recognized university or college) in Community Development, Project Management, Marketing or Social Sciences, or an equivalent combination of education and experience
- Minimum one to three years of demonstrated grant writing experience;
- A proven record of securing major grants with certifiable references;
- Knowledge of grant application process, scoring criteria and funding cycles;
- Previous federal grant application, submission, approval and management of reports
- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living and working in the community are protected and respected.
- Non-judgmental and genuine positive attitudes towards all community members;
- Excellent oral, written, facilitation and interpersonal communication skills in English;
- Excellent organizational, problem solving and creative thinking skills;
- Clear ability to work effectively with program staff, volunteers and non-profit, for-profit or publicly funded groups, agencies or organizations;
- Knowledge of the local community's resources and services including services provided in the Community Living field.
- Excellent time management; Computer and social media literacy including use of Microsoft Office, Microsoft Teams and Zoom.
- Demonstrated ability to communicate and liaise with families, and professionals
- Class 5 driver's license, acceptable driving record, business insurance and daily access to and use of their own vehicle suitable for transporting the person and clients within the Lower Mainland of B.C.
- A clean and current Criminal Record Check
- Well-developed planning, organizing, coordinating and administrative skills; and
- A strong desire to function as part of the staff team of Uniti partners.

I acknowledge that I have received a copy and that I have read, understand and agree to the conditions of this document.

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Employee Name (please print)

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Signature of Employee

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Date